

28 May 1993

OPERATIONS INTELLIGENCE

AIR COMBAT COMMAND

1. Objective. As prescribed in AFR 8-10, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirement to accomplish the tasks described in the work center description (WCD) for varying levels of workload volume in the Operations Intelligence work center of Air Combat Command (ACC) gained Air National Guard (ANG) flying units.

2. Authority. AFR 200-10 contains Air Force and Air National Guard policy and procedural guidance for the Operations Intelligence work center. This ANGMS has been developed in accordance with procedures contained in AFR 25-5. This ANGMS is a result of a functional review.

3. Applicability. This ANGMS applies to ACC-gained ANG flying units operating an Operations Intelligence function in FAC 3100, Operations. This ANGMS does not apply to Replacement Training Units (RTUs), RF-4, F-4G, or F-4E units.

4. Standard Data:

- a. **Classification.** Type III.
- b. **Approval Date.** 21 February 1992.
- c. **Man-Hour Data Source.** Operational Audit (historical record and technical estimate techniques).
- d. **Standard Manpower Equation.** $Y = 2$ (Constant Manpower).
- e. **Workload Factor:** Not applicable.

5. Application Instructions:

- a. A constant manpower of two authorizations will be provided this work center at locations having:
 - (1) An ANG Operations function with a ACC fighter mission.
 - (2) An ANG Operations function with an air defense mission.
- b. The manpower requirements for the Operations Intelligence work center, FAC 3100-C, has been determined as essential and regardless of increases or decreases in workload or changes in the Man-hour Availability Factor (MAF) these requirements will exist.
- c. AF Form 1113, Standard Manpower Table (attachment 2), reflects the total required manpower by grade and skill.

6. Statement of Conditions. Normal hours of operation for this work center are 8 hours per day, 5 days per week. There are no approved enhancements which impact the man-hour equation.

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2 Attachments
1. Work Center Description
2. Standard Manpower Table

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WORK CENTER DESCRIPTION**Operations Intelligence****AIR COMBAT COMMAND****DIRECT:****1. OPERATIONS INTELLIGENCE:**

1.1. REVIEWS INCOMING INTELLIGENCE DOCUMENT OR PUBLICATION. Reviews and analyzes intelligence technical report, message, publication, or force structure plan for applicability to unit mission.

1.2. PREPARES FOR INTELLIGENCE BRIEFING: Determines required information for briefing; gathers information, performs research and analysis, and prepares briefing and briefing material.

1.2.1. PREPARES FOR CURRENT INTELLIGENCE BRIEFING.

1.2.2. PREPARES FOR SITUATION PRE-BRIEFING.

1.2.3. PREPARES FOR MISSION PRE-BRIEFING.

1.2.4. PREPARES FOR MISSION DEBRIEFING.

1.3. CONDUCTS INTELLIGENCE BRIEFING AND DEBRIEFING: Prepares briefing area, performs briefing, participates in discussion, answers question, and returns to work area.

1.3.1. CONDUCTS CURRENT INTELLIGENCE BRIEFING.

1.3.2. CONDUCTS SITUATION BRIEFING.

1.3.3. CONDUCTS MISSION PRE-BRIEFING.

1.3.4. CONDUCTS MISSION DEBRIEFING.

1.4. PARTICIPATES ON VERIFICATION BOARD.

1.5. MAINTAINS COMBAT MISSION/TARGET FOLDER:

1.5.1. CONSTRUCTS COMBAT MISSION/TARGET FOLDER: Compiles map/chart, radar prediction, evasion and escape data, other information, and coordinates contents with appropriate work center.

1.5.1.1. CONSTRUCTS CHECKERED FLAG COMBAT MISSION/TARGET FOLDER.

1.5.1.2. CONSTRUCTS LOCAL COMBAT MISSION/TARGET FOLDER.

1.5.2. UPDATES COMBAT MISSION/TARGET FOLDER: Reviews and coordinates combat mission/target folder material with appropriate work center, updates with current information, and files folder.

1.5.2.1. UPDATES CHECKERED FLAG COMBAT MISSION/TARGET FOLDER.

1.5.2.2. UPDATES LOCAL COMBAT MISSION/TARGET FOLDER.

1.6. MAINTAINS ISOLATED PERSONNEL REPORT (ISOREP):

1.6.1. CONDUCTS ISOREP REVIEW. Schedules mission ready aircrew member to review their ISOREP card for accuracy and makes necessary change.

1.6.2. CREATES NEW ISOREP CARD. Creates DD Form 1833 on newly assigned mission ready aircrew member and files.

1.7. MANAGES AIRCREW INTELLIGENCE TRAINING PROGRAM:

1.7.1. PREPARES INTELLIGENCE TRAINING SCHEDULE.

1.7.2. PREPARES INTELLIGENCE INPUT FOR TRAINING REQUIREMENT PLAN. Performs research and analysis, determines requirement, prepares report, and submits to DO and training office.

1.7.3. PREPARES LESSON. Researches subject, writes lesson, prepares test, if applicable, devises training aid, and reviews and updates when necessary.

1.7.4. CONDUCTS AIRCREW INTELLIGENCE TRAINING. Gathers and reviews training material; travels to training area, conducts training, participates in discussion, answers question; travels to work center, and puts material away.

1.7.5. PREPARES SELF-STUDY LESSON. Prepares self-study lesson, material for formal intelligence training session, and training make-up session. Reviews and updates when necessary.

1.7.6. PREPARES AIRCREW INTELLIGENCE TRAINING STATUS REPORT. Performs review to identify aircrew not accomplishing scheduled training; prepares report, and forwards to the DO and appropriate work center.

1.8. UPDATES "HOW-TO-DO-IT" BOOK.

1.9. MAINTAINS INTELLIGENCE MATERIAL:

1.9.1. REVIEWS INTELLIGENCE REFERENCE FILE. Reviews inventory of items in file for unit applicability and currency and disposes of outdated or nonapplicable item.

1.9.2. UPDATES INTELLIGENCE MAP. Updates the unit intelligence situation map and order of battle display map for local training, Checkered Flag, and wartime/contingency tasking.

1.9.3. ORDERS INTELLIGENCE MATERIAL. Orders correspondence, document, or material related to intelligence.

1.9.4. DISTRIBUTES CLASSIFIED MATERIAL. Completes AF Form 310, Document Receipt and Destruction Certificate, packages material properly, completes registered mail form, carries material to mail distribution office, and returns to work center.

1.9.5. DESTROYS CLASSIFIED MATERIAL. Prepares for destruction and destroys classified material.

1.9.6. OPENS AND CLOSES VAULT. Calls security police to authenticate identity, opens vault, records on SF 702, Security Container Check Sheet; calls security police to authenticate identity, secures safe, and records on SF 702.

1.9.7. OPENS AND CLOSES SAFE. Opens safe and records on SF 702; closes safe and records on SF 702.

1.9.8. TESTS VAULT SECURITY ALARM SYSTEM. Calls security police, opens safe, and activates alarm to perform security alarm test on vault.

1.9.9. CHANGES VAULT OR SAFE COMBINATION.

1.9.10. MAINTAINS CARTOGRAPHIC MATERIAL:

1.9.10.1. REVIEWS CARTOGRAPHIC MATERIAL. Reviews catalog and index for requirement/currency of map, chart, radar prediction, precise positioning information, automated tactical target graphic, and material, target imagery, geodetic and intelligence information.

1.9.10.2. INVENTORIES CHECKERED FLAG CARTOGRAPHIC MATERIAL. Inventories stock for sufficient quantity of cartographic material to support Checkered Flag.

1.9.10.3. REQUISITIONS MAP, CHART, AND/OR TARGET MATERIAL.

1.9.10.4. DISTRIBUTES MAP, CHART, AND/OR TARGET MATERIAL.

1.10. PREPARES MISSION REPORT OR INTERCEPT REPORT. Prepares mission report or intercept report and distributes to appropriate office.

1.11. ATTENDS UNIT TACTICS REVIEW BOARD.**1.12. PREPARES INTERNAL INTELLIGENCE TRAINING PLAN/OBJECTIVE.****1.13. MAINTAINS CLASSIFIED MATERIAL:**

1.13.1. RECEIPTS FOR CLASSIFIED MATERIAL. Signs package receipt, AF Form 12, Accountable Container Receipt, and receives classified material.

1.13.2. POSTS CLASSIFIED DOCUMENT.**1.13.3. INVENTORIES CLASSIFIED MATERIAL.**

1.13.4. RECEIPTS TO OTHER AGENCY. Prepares AF Form 310, Document Receipt and Destruction Certificate, to transmit classified document to other agency.

1.13.5. REVIEWS MATERIAL FOR APPLICABILITY. Reviews and coordinates applicable Intelligence data.

2. UNIT TRAINING ASSEMBLY (UTA) AND DEPLOYMENT/EXERCISE:**2.1. PREPARES FOR UTA:**

2.1.1. PREPARES UTA SCHEDULE/TRAINING MATERIAL. Prepares training schedule and forwards to appropriate office.

2.1.2. SETS UP CLASSROOM.**2.1.3. COORDINATES AND SCHEDULES GUEST SPEAKER FOR TRAINING SESSION.****2.2. PERFORMS POST UTA PROCESSING.****2.3. PARTICIPATES IN DEPLOYMENT/EXERCISE:****2.3.1. PREPARES FOR DEPLOYMENT/EXERCISE:****2.3.1.1. PROVIDES INPUT TO DEPLOYMENT PROJECT OFFICER.**

2.3.1.2. PACKS AND SHIPS MATERIAL. Packs and ships material IAW the Mobility Equipment Listing.

2.3.2. UNPACKS MATERIAL. Ensures unpacking and returns to bench stock.

2.4. PERFORMS POST MOBILITY CLEANUP.

INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the Standard Indirect Description.

